



Entering Party Names Guidelines

When initiating a new case in eFiling, here are tips for entering a party's name. These tips will help with the recognition of an individual's name when special characters are present.

Note! Do NOT use any punctuation in Names.

Hyphenated Names

For hyphenated (-) names leave a blank space between the names.

Example Katherine Smith-Jones
eFile Party Data Entry First Name Katherine
Last Name Smith (space) Jones

First Name: *	Katherine
Middle Name:	
Last Name: * (or Business Name)	Smith Jones

Apostrophes in Names

For names with apostrophes (') remove the apostrophe but DO NOT leave a space.

Example Evan O'Toole
eFile Party Data Entry First Name Evan
Last Name OToole

First Name: *	Evan
Middle Name:	
Last Name: * (or Business Name)	OToole

Spaces in Names

For names with spaces remove the space.

Example Susan De Long
eFile Party Data Entry First Name Susan
Last Name DeLong

First Name: *	Susan
Middle Name:	
Last Name: * (or Business Name)	DeLong

Suffixes

For names with suffixes, they become an extension of the last name.

Example Juan Martinez Jr.
eFile Party Data Entry First Name Juan
Last Name Martinez (space) Jr

First Name: *	Juan
Middle Name:	
Last Name: * (or Business Name)	Martinez Jr

Titles

Titles (Ms., Mrs., Mr., etc) are not used in a party's name.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.